

**Valley Christian School**  
**2016-2017 Purchase Request Form**

**\*\*This form MUST BE COMPLETED BY EMPLOYEE 10 DAYS PRIOR to date funds are needed in order to process.\*\***

**Routing Instructions:**

**STEP (1)**  
**Complete these 8 highlighted sections BEFORE routing to your supervisor and BEFORE making your purchase**

1.	Your Name: _____	Date: _____		
2.	ACTIVITY for which funds are needed: _____			
3.	DATE by which funds are needed: _____			
4.	<b><u>BUDGET CLASS for this expense (please circle ONE):</u></b> Academics (circle): PreK Elem. Grade: _____ JrH Grade: _____ HS Grade: _____ Athletics (give name/grade of sport): _____ Clubs/Student Activities/Missions (give name of club, etc): _____ Art Music Band: 5-8 9-12 EAA PTF Student Store Other Budget Class (name): _____ Facility: Maintenance/Custodial Building/ Capital Improvements Administration Admissions Development			
5.	ITEM(S) to be Purchased:	Quantity/Rate	Company/Vendor (whom you are buying from)	Estimated Amount(s)
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	Total Amount:			\$
6.	Please check how this expense will be purchased (after authorization is complete): <input type="checkbox"/> On store account - they will bill VCS <input type="checkbox"/> Check to be given to me to hand deliver <input type="checkbox"/> Check mailed to vendor <input type="checkbox"/> Reimbursement (receipt attached) <input type="checkbox"/> Debit card: _____ <input type="checkbox"/> To be charged on VCS Credit Card (circle): <input type="checkbox"/> Unsure: please tell me my options! Am Ex MC Visa Home Depot Noon's Walmart			
7.	Attach your documentation to this PRF (receipts, estimates, initialed packing slips, invoices, etc)			
8.	Other pertinent information (if applicable):			

**STEP (2)**  
**Route to YOUR supervisor for approvals**

1.	Supervisor Signature: _____	Date: _____	
2.	Head of School Signature: _____	Date: _____	
3.	Bookkeeping: _____	Budget is verified. Initials: _____	Date: _____
		Copy of approved PRF has been routed.	

**STEP (3)**  
**Make your purchase**

**YOU ARE NOT APPROVED TO MAKE YOUR PURCHASE UNTIL AFTER YOU RECEIVE YOUR APPROVED COPY OF THIS PRF FROM BOOKKEEPING.**